



2026-2027

DROP OFF PROCEDURES

Before Care Drop off: 7:00 - 7:50

- USE THE GRACELAND PARKING LOT ENTRANCES
- PARK IN THE PARKING LOT
- UTILIZE THE DOORBELL ON THE ECC DOOR FOR ADMITTANCE

Car Line Drop off: 7:55 - 8:10

- USE THE GRACELAND PARKING LOT ENTRANCE TO ENTER DROP OFF LINE
- USE THE ST JAMES LOT TO PREP FOR THE CAR LINE
- CARS WILL PULL UP IN SETS OF 2, A STAFF MEMBER WILL BE THERE TO HELP YOUR CHILD INTO THE BUILDING
- PARENTS STAY IN YOUR CAR

Late/Mid-Day Arrival: 8:10 - 3:10

- THE PARKING LOT WILL BE BLOCKED OFF FOR STUDENT SAFETY
- PARK ON JULIA AND USE THE WALKING GATE TO UTILIZE THE PLAYGROUND DOOR

PICK-UP PROCEDURES

Half Day/ Mid-Day Pick Up

TIME: ECC PICK-UP AT 12:00 PM /11:30AM OR DAY SCHOOL MID-DAY PICK UP

- PARENTS WILL UTILIZE THE PLAYGROUND DOOR, BY USING THE WALKING GATE ON JULIA
- UTILIZE THE DOORBELL ON THE PLAYGROUND DOOR FOR ADMITTANCE

Full Day Pick Up: 3:10 PM

ARRIVAL: PLEASE ARRIVE NO EARLIER THAN 3:05

HOW IT WORKS

- ENTER THE PARKING LOT USING THE JULIA ENTRANCE (DRIVING GATE)
- AN ISJ STAFF MEMBER WILL BE STATIONED UNDER THE PLAYGROUND DOOR AWNING AND WILL RADIO INTO THE SCHOOL TO LET STAFF KNOW THE ORDER OF ARRIVALS.
- THE FIRST 4 CARS WILL PULL INTO THE DESIGNATED PARKING SPOTS
- ONCE STOPPED, A TEACHER WILL WALK EACH STUDENT TO THEIR VEHICLE.
- PARENTS STAY IN YOUR CARS
- USE THE ST JAMES PARKING LOT FOR BUCKLING
- ONCE LOADED, ALL 4 CARS WILL BE RELEASED TO LEAVE THROUGH THE GRACELAND EXIT.
- WHEN ALL 4 CARS HAVE LEFT, THE NEXT 4 WILL PULL FORWARD.
- ALL CARS WILL EXIT THROUGH THE GRACELAND EXIT.
- IF YOUR CHILD IS NOT READY OR FORGOT SOMETHING IN THE BUILDING, YOU WILL BE ASKED TO PULL TO THE SIDE OR LOOP AROUND. STAFF WILL ADVISE.

After Care Pick Up - until 6pm

- USE THE GRACELAND PARKING LOT ENTRANCE
- PARK IN THE PARKING LOT
- UTILIZE THE DOORBELL ON THE ECC DOOR FOR ADMITTANCE